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Chief, Management Staff

26 January 1956

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Mr. [REDACTED] For O&M Staff (DD/S Area)

Report for Week Ending 18 January 1956.

1. Project 6-16, Survey of Personnel Procedures

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a. [REDACTED] - Have written draft of hand book to be used in the initial installation in Commo - this is now out to Personnel for their additions and concurrence. Personnel and Commo are finalizing the T/O conversion to the new structure. Personnel has machine records system ready to accommodate the Staffing/Development records.

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b. [REDACTED] - Flow charts pertaining to OCR have been reviewed by Chief, Admin. Staff. Several minor revisions will be necessary. - Commo officials have found agreement on flow channels pertaining to C.S.B. The changes are being incorporated in the flow charts.

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2. Project 5-80, Review of Procedures, Printing Services Division [REDACTED]. Tests completed on the possibilities of drawing off statistical data manually in place of the present method (IBM). The results will be evaluated and discussed with the PSD Staff within the next few days.

3. Project 5-1, Management Survey, Office of the Comptroller. Unassigned.

4. Project 5-1a, Fiscal Division [REDACTED]. No change.

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5. MS-724, Proposed Organizational Adjustment, [REDACTED], Supply Division, Office of Logistics. The proposed organizational adjustment has been evaluated and approval recommended.

6. MS-751 T/O Change, Procurement Division, OL. A memorandum dated 18 January 1956 from Chief, Budget Division concerning the availability of funds has been received. Final clearance is still pending action by Office of Personnel in regard to classification.

7. MS-769 T/O Change, Military Personnel Division. Completed

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